

SELF-CERTIFICATION OF BUILDING PLANS

PURPOSE: To provide parameters under which approved registered design professionals may self-certify building plans and expedite issuance of permits.

POLICY:

Scope. The program shall be limited to:

- Interior remodels of structures covered by the International Residential Code
- Interior tenant improvement projects for commercial occupancies excluding buildings or portions of buildings:
 1. exceeding two stories in height,
 2. exceeding 25,000 square feet in area,
 3. including a new commercial kitchen(s),
 4. including any H occupancy,
 5. including new electrical service(s) exceeding 400 amps,
 6. including structural alterations involving lateral design
 7. including any exterior alterations i.e. façade alterations, additional building equipment visible from the exterior
 8. located in the City Center District (CCD)

The program shall not be applicable to model plan submittals. The program only applies to building safety related codes (City of Chandler Code of Ordinances chapter 29) and not zoning, parking, sign, landscaping, grading, storm water, floodplain, or other land development codes

Participants. In order to participate in the program applicants must:

- be currently registered as a design professional with the State of Arizona
- maintain current certification from the International Code Council as a Commercial Building Plans Examiner
- be pre-approved by the Building Official (a list of pre-approved registrants will be maintained by the department)

Submittal Requirements: Applicants shall submit an application to participate in the program along with resume and supporting documentation for approval by the building official prior to submitting self-certified plans for permit. Self-certified plans shall contain all information normally required for plans reviewed by department staff. A self-certification form and hold harmless letter shall be filled out for each project. The program is all inclusive for each project, i.e. all construction trade work requiring permits for a project shall be self-certified. Each page of the construction plans shall contain the following:

SELF-CERTIFIED BY: _____
(Name of Self-Certifying Design Professional) (Date)

IMPLEMENTATION:

A Pre-submittal meeting is held and any zoning or civil clearances and approved addressing is obtained prior to submittal/issuance.

Project must receive written approval from the Building Official or Plan Review Manager to be processed as a Self-Certified.

An application shall be submitted, complete with a hold harmless agreement and an Owner's acknowledgement form and Wastewater Discharge Questionnaire.

All projects participating in the program will be subject to a staff audit, post permit issuance. Corrections may be necessary. Re-submittal for auditing may be necessary.

Once a full set of self-certified plans and forms are confirmed to be in order, a permit may be issued to a licensed contractor. Fire subcontractors must be on the City of Chandler Fire Departments approved installers list. Bond exemption certificates and any city licenses must also be in order.

After acceptance of the application, the permit will be processed over-the-counter.

Self-certified plans will be randomly audited by building safety plans examiners for completeness and compliance with all codes. Repeated and/or major deficiencies may result in revocation of approval to participate in the program. Any plan deficiencies discovered during inspections will be corrected and revised plans submitted to DSD.

Fees: Normal Plan Review and Permit fees will apply. There will be no reduction in plan review fees for self-certification.